

**Parks Projects**

This section of the 2011 CDBG Application form should be used by nonprofit organizations with IRS tax-exempt status and local governments to request CDBG funds for projects involving acquisition, development or improvement of parks serving predominantly low- and moderate-income residential neighborhoods in unincorporated King County and cities listed in the referenced Sub-regions.

Park projects include but are not limited to acquisition, construction or rehabilitation of park facilities. Projects must be consistent with the King County Consortium Consolidated Housing & Community Development Plan for 2010-2012. Projects will be awarded funding in 2011 and must be completed by May 31, 2012.

If an environmental technical report or study is required for your project, it will be prepared by a consultant retained by HCD and paid for with a portion of your CDBG award. Consequently, your application should include a sufficient amount to cover the cost of required reports or studies. The amount should be included in your project budget, section D of this application, under "Environmental Review, Reports or Studies Costs".

You are strongly encouraged to obtain technical assistance from HCD staff prior to completing your application in order to determine whether reports or studies will be required, their estimated cost and potential impacts on the project schedule.

**Threshold and Evaluation Criteria for Park Applications****THRESHOLD REQUIREMENTS –**

1. Proposed projects must be consistent with CDBG Program Regulations.
2. Proposed projects must be consistent with Consolidated Plan objectives and policies.
3. Proposed public improvement projects must be listed in an adopted 6-year Capital Improvement Program, have evidence of citizen participation showing support for the activity within an eligible pre-defined service delivery area (i.e. neighborhood meeting minutes, etc.) or be mandated by a court or State or Federal agency.
4. Proposals for park projects located in an unincorporated community and which will be implemented by a King County department must be signed by the appropriate department director. In addition, such proposals must be authorized and signed by an authorized representative of the appropriate Unincorporated Area Council (UAC), if one has been formed. If a UAC has not been formed, the proposal must be authorized and signed by a community group in the project area such as a community club, homeowners association or chamber of commerce.

**EVALUTION CRITERIA — (LISTED IN NO PARTICULAR ORDER)**

1. The extent to which the project addresses one or more of the following: makes the community a healthier and/or safer place to live; and/or provides more amenities, including increased geographic accessibility for low- and moderate-income communities and increased physical accessibility for persons with disabilities; and/or the extent to which the project is responsive to community needs as evidenced by a Parks Master Plan, community or neighborhood survey or other report confirming community needs.
2. The extent to which the project is ready to proceed, including the applicant's capacity to complete the project within the year 2011; the extent to which project environmental and land use issues have been identified and planned for; and the extent to which all funding necessary to implement the project has been committed.
3. Projects under \$50,000 are discouraged.

*(Evaluation Criteria Continued)*

4. The extent that all geographic areas and participating jurisdictions benefit fairly from CDBG- and HOME-funded activities over the three-year agreement period, so far as is feasible and within the goals and objectives of the Consolidated Plan.
5. The extent to which the project meets a specified need or a geographic sub-region as identified in the Request For Proposal (RFP).

Contents of

**PART V – Parks Category**

Threshold and Evaluation Criteria

Part IV A – Project Information

Part IV B – Project Benefit

Part IV C – Performance Measures

Part IV D -- Budget - Public Improvements Project

D.1 – Engineer's Estimate

Part IV E -- Schedule - Public Improvements Project

Part IV F – Project Team

Part IV G -- Property Description

*The following are required Hard Copy Attachments*

Part IV Required Attachments

ATT V.1 - Capital Improvement Plan, Parks Master Plan, community or neighborhood survey or other report demonstrating community needs.

ATT V.2 – Provide a detailed map that shows project site and shows the service delivery area.

**Responses to Park Questions:****A. PROJECT INFORMATION:**

A.1 Project Description: Describe, in detail, what you plan to construct or rehabilitate and how CDBG funds will be used. (Indicate if any acquisition is a part of the activity).

*Insert text here*

A.2 Specify the size of the project in square feet or lineal feet (if applicable).

*Insert text here*

A.3 Specify how you arrived at the total cost of the project. Identify the permits that will be required for the project as well as any land use approvals (i.e. lot line adjustment, subdivision, rezone, conditional use, etc.). *also complete IV D.1 Engineer's Estimates*

*Insert text here*

A.4 Describe how the project is accessible or is working toward full accessibility in terms of: Transportation (proximity to public facilities, schools, low and moderate income housing neighborhoods, senior retirement areas, special transportation programs, etc.).

*Insert text here*

**B. PROJECT BENEFIT**

B.1 The proposed project must serve either an area which is primarily residential and predominantly low- and moderate-income (Area Benefit) or be limited to serving a predominantly low- and moderate-income clientele (Limited Clientele). Describe the area and identify the residents that will benefit from this project activity.

*Insert text here*

B.1.2 Describe how the boundaries of the service area were determined.

*Insert text here*

**C. PERFORMANCE MEASURES**

Describe how the project meets the Consolidated Plan Objective Outcome and what performance measure(s) are used to demonstrate an outcome for both short term and long term indicators.

**C.1 Performance Indicators**

Provide indicators of service delivery before and after project completion

Current measurement of unit (i.e. square feet; lineal feet; park)	Current Number of persons benefiting from activity	After Project Completion Annual Number of persons benefiting from activity	Outcome	After Project Completion Annual Number of low to moderate-income persons benefiting from activity
<b>Example:</b> vacant land	-0-	350	New accessible, safe recreation area available for area residents	210 or 60%

C.2 Describe how these indicators were determined.

*Insert text here*

C.3 Provide long term outcome anticipated as a result of project activity.

*Insert text here*

## D. BUDGET FOR PUBLIC IMPROVEMENT

D.1 Line Item Budget for Construction and Rehabilitation Projects

Indicate funding Status with corresponding letter: "A" – anticipate submitting an application in future grant RFP process; "S" - submitted application, award unknown; "C" – funds are committed.

Item	2011 CDBG Funds	Status	Other Funds	Total Funds
*Environmental Review (King County Set-aside)	\$ 4,000	<b>S</b>	\$	\$
Acquisition	\$		\$	\$
Development				
Appraisal(s)	\$		\$	\$
Architect/Engineer	\$		\$	\$
Security Document and Title Report Fees	\$		\$	\$
Construction:				
Construction Contract	\$		\$	\$
Construction Contract: Line 19 from Form D.1 (Include Sales Tax and Construction Contingency)	\$		\$	\$
Project Management _____ %	\$		\$	\$
Other:				
Real Estate Tax	\$		\$	\$
Legal	\$		\$	\$
Insurance	\$		\$	\$
Relocation	\$		\$	\$
Other: (list)	\$		\$	\$
Sub-Total* (Less Environmental Review Cost)	\$		\$	\$
Total Project Budget:	\$		\$	\$

*\*Environmental Review (King County Cost Set-aside): This amount is set-aside until final environmental review costs are determined. Any balance remaining will be available for expenditure by Budget Revision Request from the Agency.*

D.2 Budget Narrative

D.2.1 Provide background and explanation of fund sources and status of other funding pursued for this project, i.e. what other grant/fund sources have you submitted applications?

*Insert Text Here*

D.2.2 Provide dates of anticipated award announcements and if funds are identified through capital campaign commitments?

*Insert Text Here*

D.2.3. What funds have been committed and is there a time expiration for those funds?

*Insert Text Here*

D.2.4. Are any of the 'Other' funds from a federal source?

*Insert Text Here*

D.3 Reduction Options -- Can your project or program be funded a reduced level if necessary?

*Insert Text Here*

Yes ☐ No ☐ Minimum amount needed to make project viable: \$ \_\_\_\_\_

D.3.1 If yes, indicate what amount of funding is the minimum that would be required in order to be successful in the project activity but at a reduced level?

*Insert Text Here*

D.3.2 Explain what element of your project/program be modified to address this reduction?

*Insert Text Here*

### FORM D.1 Engineer's Estimate

### THIS FORM MUST BE SUBMITTED COMPLETE

#### 2011 Community Development Block Grant Program Proposal

Engineer's Estimate

Date: \_\_\_\_\_, 20\_\_\_\_

Project Name: \_\_\_\_\_

City of: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Item No.	Description	Est. Quantity	Units	Unit Price	Total Price
1	Mobilization		LS		
2	Maintenance and Protection of Traffic		LS		
3	Demolition, Clearing and Grubbing		LS		
4	Remove A/C Pavement		SY		
5	Earthwork		LS		
6	Sub-grade Preparation		SY		
7	Foundation Material		CY		
8	Crushed Surfacing - Sand base		CY		
9	Storm Drain Pipe - Drainage		LF		
10	Trench Safety System		LS		
11	Irrigation				
12	Play Structure(s)				
13	Hydroseeding		LS		
14	Finishing and Cleanup		LS		
15	Other (specify)				
16	Sales Tax				
17	Contingency				
18	<i>[Modify line items as necessary to reflect specific project activities].</i>				
19	<b>TOTAL Construction Budget:</b>				\$ 0

LS = lump sum; SY = square yards; CY = cubic yards; TN = ton; EA = each; LF = lineal feet

**E. SCHEDULE – Public Improvement Project**

Milestones	Projected Completion Date
Environmental Review Complete	*
Contract Executed with King County	**
Design Complete, Bid Specs Submitted for County Review	
Bid Opening	
Preconstruction Conference	
Construction 50% Complete	
Construction Complete	
Closing Documentation Submitted	April 2012
Labor Standards Reviewed and Accepted Release Retainage	May 2012
Project Completion Report Filed w/HCD Staff	May 2012
Project Closed	June 2012

\* Obtain an estimate from King County Environmental Review Specialist

\*\* Contract Start Date can only occur AFTER Environmental Review Date

**Continue to next page.**

**F. PROJECT TEAM**

Provide the name of the consultant or staff person who will perform the following tasks. Please note that consultants paid for with CDG funds must be selected through a competitive process and in accordance with 24 CFR Part 84 (nonprofit organizations) and 24 CFR Part 85 (local governments). If any of the tasks will be performed by a consultant, indicate who in your agency will be responsible for selecting the consultant.

Complete all of the following:

**Application Phase**

Prepare and submit CDBG Grant Application:

Consultant or Agency Staff \_\_\_\_\_ Contact: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Staff responsible for consultant selection process: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Prepare and submit environmental review forms:

Consultant or Agency Staff \_\_\_\_\_ Contact: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Staff responsible for consultant selection process: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**Agency Contracting – Contract Phase**

Prepare and submit application for required permit and land use approvals:

Consultant or Agency Staff: \_\_\_\_\_ Contact: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Staff responsible for consultant selection process: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**Procurement – Professional Services**

Prepare and submit construction bid specifications:

Consultant or Agency Staff: \_\_\_\_\_ Contact: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Staff responsible for consultant selection process: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**Procurement – Construction**

Solicit and review construction bids:

Consultant or Agency Staff: \_\_\_\_\_ Contact: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Staff responsible for consultant selection process: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**G. PROPERTY DESCRIPTION:**

G.1 The following is required if project involves acquisition of real property for easement for improvements to be completed that are not in a public right of way.  
Indicate all Tax Parcel Number(s) implicated:

TAX PARCEL NUMBER (S): \_\_\_\_\_

Legal Description: \_\_\_\_\_

Property Owner.

(Provide name, address and phone number)

Name: \_\_\_\_\_  
If not an individual -- indicate Agency, Agent or Management Firm and Contact Name

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

Property size \_\_\_\_\_ zoning classification \_\_\_\_\_

Deed restrictions or covenants (if applicable) \_\_\_\_\_

Existing debt (if applicable) \$ \_\_\_\_\_

Landmark designation (if applicable) \_\_\_\_\_

V Table G.1. Please complete the following table (include information for each building located on site):

	Size (sq ft)	Year Built	Current Use	Proposed Use
Structure				

**Resource Link:**

King County i-map and parcel viewer

- <http://www.kingcounty.gov/operations/GIS/PropResearch/ParcelViewer.aspx>
- Enter parcel # or address, or zoom using magnifying glass cursor → click “Districts & Development Report” and “Assessor's Data Report”, and **print both and provide as an Attachment V.2**

*The following are required Hard Copy Attachments*

**Part V Required Attachments:**

ATT V.1 -- Capital Improvement Plan (CIP) or documentation supporting citizen participation evidenced by a Parks Master Plan, community or neighborhood survey or other report confirming community needs.

ATT V.2 – Provide a detailed map that shows project site and identifies service delivery area.